

## DIRECTIONS FOR USING THE UNIFORM STATUS OF FUNDS SPREADSHEET ON THE COMPUTER (UNIBLAN2.XLS)

The purpose of the uniform status of funds spreadsheet is to provide a uniform method for local governments to track project expenditures on infrastructure projects using multiple federal, state, local, and private funding sources. All required calculations have been formatted into the spreadsheet.

**NOTE: Only the non-shaded cells require information to be input (if accessing through Excel these cells will appear in yellow). All other cells will automatically calculate.**

YEnter the name of the local government. The date will automatically fill in.

YIndicate funding sources for the project in the cell titled "Funding Source" including local funds:

This sheet separates administrative costs and activity costs and then totals them together for total project costs. Under each administrative cost and activity cost for **all funding sources** you must:

YIndicate the amount Budgeted (the amount budgeted with the particular funding source for this line item)

YIndicate the amount Previously Expended (the amount already spent through the particular funding source)

YIndicate the Amount of the Draw (the amount submitted via the current draw down to the particular funding source)

Note: To enter an amount, you only need to enter the number. You do not need to enter a "\$" or commas. You do need to enter a period to indicate an amount less than one dollar.

All totals for both columns and rows will be automatically calculated, including:

- Balance Remaining
- Total Budget: Budgeted
- Expended
- Balance
- Total Administrative Costs
- Total Activity Costs
- Total Project Costs

The spreadsheet has been formatted with a column width of "9.43" for columns that have numbers displayed. Depending on the amounts involved in your project you may need to widen columns so that your amounts will fit. Note that this may cause your spreadsheet to expand beyond a single page, and resulting in your spreadsheet being printed on two pages.

**Grantees may change categories on the spreadsheet to suit their needs. For example, CDBG draw forms have different categories under administration budget and activity costs. These categories can be changed to reflect the need of each project and grantees are not restricted to using the line items on the sample spreadsheet.**